

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT**

TRANSFER OPPORTUNITY

INTERMEDIATE TYPIST CLERK

Countywide Resource Management (CRM) is recruiting an Intermediate Typist Clerk to provide clerical support to the team. CRM's goals are to encourage, facilitate, and maximize improvement of the quality of psychiatric care at Institutions for Mental Diseases (IMDs) and other various levels of care. It strives to improve accountability and accessibility in a manner that ensures appropriate placement and use of services within the system of care. It also is responsible for the development of new and innovative ways of delivering care in residential settings for individuals diagnosed with severe and persistent mental illnesses who need residential services. The Intermediate Typist Clerk is part of a multidisciplinary team that includes a Supervising Psychiatric Social Worker, Psychiatrist, Mental Health R.N., Psychiatric Social Workers, Case Managers and support staff. This position is located at the 1925 Daly Street, 2nd floor, Los Angeles, CA 90031.

DUTIES:

- Screen calls, furnish requested information or refer calls to other staff;
- Document and track incoming and outgoing correspondence;
- Type memorandums, letters, and agendas;
- Maintain filing system;
- Prepare requisitions and special requests;
- Obtain data and prepare reports; and
- Track the progress of plans, improvements, and projects;

DESIRABLE QUALIFICATIONS:

- Excellent interpersonal skills;
- Ability to problem solve and avert crises through anticipation and planning;
- Effective verbal and written communication skills;
- Ability to prioritize and the flexibility to adjust priorities as needed;
- Strong organizational skills;
- Experience, knowledge and expertise in working with Microsoft Office 2003 (Including Word, and Excel) and Outlook;
- Experience in reviewing, recording, and maintaining time records for employees by using the DMH electronic timesheet program (eCAPS), *preferred*;
- Ability to multi-task throughout the day and to work with interruptions; and
- Commitment to improving the quality of work processes.

Interested individuals holding title to the above position are encouraged to send their résumé, last two (2) Performance Evaluations and last two (2) years of master time records by **March 30, 2012:**

**Jacqueline Yu, LCSW
MHC Program Head
Countywide Resource Management
1925 Daly Street, 2nd Floor
Los Angeles, CA 90031**

**FAX: (323) 223-8380 or
Email: Arfaye Parker at aparker@dmh.lacounty.gov**